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Regulations, schedules, and suggested administrative procedures for secondary level summer schools are included in an administrative handbook. Specific entries deal with such topics as purposes of the summer schools, requirements for approval of a school, regional cooperation, conservation of talent programs, various requirements and credit factors, examinations, fees and tuition, and special course information.

The purposes of registered summer secondary schools are enrichment, remedial education, acceleration, the satisfaction of special college entrance requirements, and the completion of high school courses for veterans.

Between 1950 and 1964 summer high school enrollments increased from 56,030 to 260,941. An innovation started in 1958 was the provision by boards of education of summer instruction to area or regional summer schools which are cooperatively planned. Another recent development was the conservation of talent programs which recruit and instruct students with special talents in art, music, dramatics, or the practical arts.

The subject areas discussed in the handbook were driver education, music, business, and distributive education. The courses offered in summer secondary schools include all the general academic areas plus business, music, art, and industrial arts. In 1964, 45 credit courses were locally developed, evaluated, and approved, and were added to the credit opportunities available statewide. Noncredit courses were also provided, a total of 315 being offered in 1964.

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Administrative Handbook

on SUMMER SECONDARY SCHOOLS

The University of the State of New York
The State Education Department
Bureau of Secondary School Supervision
Albany, 1965

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INTRODUCTION

Traditionally summer vacation months were a period when schools were closed while families availed themselves of opportunity for travel and numerous recreational activities. This tradition stems back to earlier rural living when children were needed on farms and around the home during the planting, growing, and harvesting season. As our patterns of living have changed, the need for additional instruction time has increased.

Numerous proposals have been made during the last half century, to increase the length of the school year. These proposals have met with little success. In New York State the voluntary summer school has been found to be a most satisfactory way to increase educational opportunities at minimum cost.

The summer high school offers many opportunities for school districts to utilize more fully, existing educational resources. Summer instructional service will continue to eliminate much remedial instruction normally required in the regular term. But more important, the summer high school provides many opportunities for broadening and enriching secondary school experiences, thereby providing more adequately for individual needs, interests, and capabilities of all secondary school pupils in New York State.

Since 1925, when 19,000 pupils were enrolled in approved instructional programs, summer high schools have continued to increase in numbers and enrollment. During the period 1950 through 1964 summer high school enrollments increased from 56,030 in 1950 to 260,941 in 1964, representing an increase of approximately 365%. Almost 2,000,000 pupils were provided secondary instruction during this 14 year period. In 1964, approximately 16% of 1,650,000 pupils enrolled in grades 7-12 in the regular session, were registered for summer instruction.

Summer schools are approved annually by the New York State Education Department. Public and private summer schools normally conduct instructional programs in general academic areas which include English, social studies, mathematics, science, and foreign languages. Likewise, courses in business education, music, art, and industrial arts are being offered in increasing numbers.

A recent and important change in summer high school regulations made it possible for boards of education to provide summer instruction to "area" or "regional" summer schools. These schools are planned cooperatively to provide broad and enriched summer programs for a larger segment of the school population. The plan, initiated in 1958, has continued to develop. In 1964, eight regional programs were organized providing summer instruction for pupils from 30 different districts. It is expected that the number of such programs will increase particularly in more sparsely settled areas of the state.

Present summer high school objectives go far beyond the "remedial" concept of the past. Initially, summer schools were designed almost exclusively for "failing pupils". Current course registrations indicate that between 35% and 40% are taking "advanced" courses (courses studied for the first time).

The conservation of talent program is one of the recent developments in summer programming which has contributed to the growth of enrichment programs. This program is designed to search out and provide instruction for highly talented pupils who have much to offer in the areas of art, music, dramatics, and the practical arts.

Many summer high schools are broadening and enriching summer instruction through locally developed courses. In the 1964 session, forty-five courses for credit were developed locally, submitted for evaluation, and offered for instruction. In addition many non-credit courses were offered. These courses included instruction in the language arts (reading, writing, speaking), music, dramatics, business education, science, mathematics, languages, vocational education, and homemaking education. In all, 302 summer schools provided 315 instructional opportunities, on a non-credit basis.

This Administrative Handbook includes regulations, schedules, and suggested administrative procedures. It has been prepared for school administrators who have the task of organizing and administering a program of summer instruction.

Robert E. Parker
Supervisor of Secondary Education

ADMINISTRATIVE HANDBOOK ON SUMMER

SECONDARY SCHOOLS

1965

Registered Summer Secondary Schools

School districts which operate registered secondary schools during the regular school year may establish summer high schools. Summer high schools may be approved by the State Education Department after applications have been submitted and the proposed programs have been reviewed. Approved summer high schools are supervised by the New York State Education Department, and approved on an annual basis.

The term "registered summer secondary school as used in this bulletin shall refer only to a New York State summer secondary school which has been formally approved by the State Education Department. Applications for approval should be submitted before June 15.

Requests for application forms and all correspondence relating to summer secondary schools should be addressed to Robert E. Parker, Bureau of Secondary School Supervision, New York State Education Department, Albany 12224.

Purposes of Registered Summer Secondary Schools

Registered summer secondary schools are conducted for the following purposes:

1. To enable pupils to enrich their education through additional secondary school courses
2. To enable pupils to make up work which they failed or were unable to take during the regular school year
3. To enable pupils of sufficient ability and maturity to complete a high school program in less than the normally required time, when reasons for doing so are acceptable
4. To enable pupils to satisfy special college entrance requirements
5. To enable veterans to complete high school courses

Requirements for the Approval of Regular Summer Secondary Schools

To be eligible for approval, a summer secondary school must fulfill the following conditions:

1. Constitute the summer session of a secondary school registered by The University of the State of New York and adhere to policies and regulations set forth in this bulletin.

2. Occupy the building and make use of the equipment of a registered secondary school; and, pursuant to Chapter 10, Education Laws of 1961, conduct at least two fire drills during the summer session in buildings where summer school is conducted. One drill must be held during the first week of the summer session.

3. No public summer secondary school should charge any resident or nonresident pupil a registration fee in excess of $3.

4. Admit only those pupils who present a written recommendation or "permission" form signed by the principal of the school which they attended during the preceding term.

5. Employ only teachers who are qualified to teach in the secondary schools of this State. Teachers should be assigned to classes in subjects for which they are qualified.

6. Provide at least 30 days of actual instruction, exclusive of days used for registration, or Regents examinations.

7. Provide class periods at least 90 minutes in length. Longer periods may be used, if desired.

8. Organize classes so as to include only pupils enrolled for the same term of work. Department approval may be granted in sequential courses when enrollments are very small, e.g., French 5 and 6, provided adequate and equal instructional provision is made for both groups.

9. Require laboratory work of all pupils who take science as an "advanced subject" *

10. Keep the school library open full time, under the supervision of a trained librarian.

11. Maintain a master attendance register in the central office and keep careful record of the daily attendance and academic progress of each pupil. Keep a separate attendance register for courses not approved for credit.

12. Assign not more than 30 pupils to a class, as a general rule. Schools planning to schedule classes in excess of 35 pupils will not be approved. Driver education classes may enroll 36 pupils.

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*An "advanced subject" is a subject or course which the pupil is studying for the first time.

If a school fails to meet the above conditions after approval has been granted, such approval may be withdrawn.

Approval for Limited Summer School Programs

In areas where public summer secondary schools have not as yet been organized or where such schools are not conveniently available, a local school district may apply for special State approval to offer courses. Application forms may be secured by writing to the Bureau of Secondary School Supervision, New York State Education Department, Albany, 12224.

To be eligible for special approval, the local district must provide properly certified teachers, daily supervision by qualified supervisory personnel, suitable classroom facilities, textbooks, and equipment. In each case, instruction must meet the time requirements for either one semester or one year of work in that subject. Normally, a limited summer high school should offer only one or two courses.

In cases where area schools can do so, they should co-operate in establishing a registered summer secondary school instead of seeking the special approval described above.

Approved limited summer schools may offer credit in the same manner as regular summer schools.

Regional Co-operation in Establishing Summer Secondary Schools

Where public summer secondary school courses are not presently available, the boards of education within a geographical area are urged to agree upon the establishment of a summer secondary school in one of the component schools. Through close co-operation, it is possible to set up such a program without undue disadvantage to any participating district.

For example, if the boards of education in school districts A, B, C, D, and E agree that a summer secondary school should be established in district A, the authorities in school A could determine the net per pupil cost of the summer school program and charge each sending district on a pro rata basis. In determining the net per pupil cost of the summer school program, local school authorities may secure the assistance of the Division of School Business Management of the New York State Education Department.

Approval for Conservation of Talent Programs

Special programs for selected pupils with outstanding talent in art, music, the drama, and industrial arts may be approved upon application to the Secondary Education Division. Information in regard to these programs may be obtained from Robert E. Parker, Supervisor of Secondary Education, Division of School Supervision, or Robert Kelley, Supervisor of Education for the Gifted.

Approved Secondary School Subjects

For summer school purposes an "approved secondary school subject" must be a course in one of the regular subjects of the secondary school curriculum as described in the publication Administrator's Handbook of the Secondary School Curriculum of New York State. The course (1) must maintain appropriate prerequisites, (2) must require suitable standards of achievement, (3) must offer one-half unit of credit toward graduation from high school or junior high school, (4) must meet the minimum time requirements, (5) must follow a State course of study or must have special State approval.

Courses for which approval has been given for the regular term may be offered if (1) established prerequisites are maintained, and (2) teacher competencies are provided. A summer course that does not follow a State course of study must have special approval for either State high school diploma credit or for local diploma credit.

A copy of the course of study, teacher qualifications, prerequisites, and credit value should be included with the application.

Secondary school courses which involve the granting of credit, either local credit or credit for transfer evaluated by a local or Regents examination, must receive formal approval by application to the Bureau of Secondary School Supervision.

Subjects offered in a summer high school which do not represent a reinforcement or extension of regular school year offerings must receive special approval in advance, by the Commissioner of Education, by application to the Bureau of Secondary School Supervision.

One 90-minute period course completed in a registered New York State summer secondary school will be considered the equivalent of one semester's work in that subject during the regular school year.

Applications for approval of courses that are not based on a State syllabus should be submitted to the Bureau of Secondary School Supervision. See application in back of bulletin.

In preparing courses of study and the course outline required, the following information should be included:

1. Title of course and probable time allotment.
2. Specific and carefully chosen objectives.
3. A content outline developed in some detail.
4. Thought questions, problems and learning activities that will implement outline content of the course.

5. Materials of instruction, including text-books, supplementary books, visual aids, newspaper, pamphlets and magazines.

6. Method of evaluation.

Organization of Advanced Courses

Courses on an "advanced basis" mean courses which the pupil is studying for the first time. It is not intended that these shall be courses at a higher level than the usual secondary school courses.

On the other hand, courses which are extensions of regular 3-year sequences or which expand optional topics included in the State syllabus may be approved for pupils who have passed the regular course, provided suitable academic standards are maintained and appropriate high school credit is granted for the completion of such courses. A copy of the complete course of study should be submitted.

Courses Without Credit

In addition to offering credit courses in approved secondary school subjects, some summer schools may wish to provide a different type of course. For example, a course which enrolls pupils of different age levels, grade attainments, previous secondary school training may not meet the requirements for credit. The fact that credit would not be provided does not imply that this type of experimentation does not have merit.

Local courses which do not offer credit toward junior high school promotion or toward a high school sequence are not considered advanced courses. Often these "courses" (e.g., "Developmental Reading," Conversational French," etc.) merely drill the pupil in some limited part of the regular subjects. The use of summer school for this type of instruction may indicate a need for improving the content and methods of teaching in the regular subjects during the school year.

As a rule, courses such as swimming, physical education, band, and remedial reading are considered non-credit courses. Instead of being organized as a separate subject, remedial instruction for meeting individual pupil needs may be given as an integral part of the course in the regular secondary school subjects.

Separate courses in grammar, literature, writing, etc. may be accepted as 12-th year electives for pupils who have completed 11-th year English.

Admission Requirements

To enroll in a registered summer secondary school, a pupil should present a written recommendation or "permission" form signed by the principal of the school which he attended during the preceding term. The recommendation should specify the subjects which a pupil

may take. This requirement is intended to insure that pupils will have the benefit of the guidance and counsel of the home school with respect to courses taken. See suggested Registration and Transcript Card in the back of this handbook.

The above recommendation applies to the summer school enrollment of all applicants, except veterans and adults.

Requirements for Repeating

Since most secondary schools now operate on an annual promotion basis, the final mark given at the end of the year is usually a cumulative one. The home school principal should decide on the basis of the pupil's final mark whether that pupil must repeat both terms of the year's work or merely the last half. For example, a final mark of 40 may indicate that a pupil should repeat the entire year's work; a mark of 60 may indicate that the pupil needs to make up the second semester only. In any case, the decision rests with the home school principal.

Pupils who must repeat a full year's work must attend at least two 90-minute periods a day. The pupil may be enrolled in two separate sections--one dealing with the first half of the course, and the other with the second half. For each part of the course he would receive one-half unit of credit. In some subjects it may be more effective to schedule a double period of at least 180 minutes and to devote the first 3 weeks to the first semester's work and the last 3 weeks to the last semester.

A pupil who is required to repeat only the second semester of a 1-year course would receive one-half unit of credit, since credit for the first half has already been achieved in the home school.

The summer school permission statement should indicate whether the pupil is to repeat both parts of the course or only the last semester.

Special Permission Required To Take Three Half-Units of Work

Concentrated attention to one semester's work in one or two subjects is the major advantage offered by the summer secondary school. Most pupils, therefore, should be permitted to take not more than two half-unit subjects or one full-unit subject.

Home school principals are permitted to grant permission for a three half-unit program to pupils of above average ability or to those pupils who, upon completing such a program, can graduate at the end of the summer session or not later than the succeeding June. The home school principal should provide written authorization to the summer high school principal. Prior Department approval of such programs is not required. See suggested approval form for a three half-unit program provided in the back of this handbook.

In granting such permissions, the home school principal should take into consideration the pupil's age, maturity, educational and vocational goals, previous school record, home circumstances, and other pertinent factors. The privilege should not be granted solely for the purpose of advancing the pupil's graduation date.

Requirements for Regents Credit

Regents credit may be earned by passing the August Regents examination or an examination approved or provided by the State to be used in lieu of a Regents examination in a registered summer high school. The minimum passing mark on Regents examinations or on approved examinations is 65 per cent.

Requirements for Local School Credit

A pupil who completes a course in an approved New York State summer secondary school should be given local credit if he has achieved a satisfactory average in classwork, tests, and other phases of the course.

The summer school principal should assign specific weights to classwork, homework, tests, and final examination, as is done in the high school that is operating the summer school.

Credit on Short-Time Basis Not Recommended

To earn credit for course completion, a summer school pupil must study a subject for the prescribed period of time. Since the prescribed time for a summer school course is less than the amount usually given during the regular school year, no further shortening of time requirements should be permitted. Summer courses should provide additional enrichment, particularly for able students rather than the curtailment of study time. To meet the time requirement for one-unit of credit, a pupil should receive 180 minutes of daily instruction in a subject.

Equating Summer School Marks in the Home School

Home schools that use a different system of marking or a higher minimum passing grade should equate the summer school mark in terms of their system.

Other Summer Study

1. Tutoring for Local School Credit

If a home school principal finds it necessary to permit pupils to secure tutoring, he should carefully evaluate the instruction through suitable local written examinations. Upon evidence of

satisfactory achievement, the pupil may be granted credit. Local final examinations are subject to Department review and therefore should be kept on file for 1 year.

Notwithstanding the above, if a pupil attends an out-of-State school which is approved by the official accrediting agency of the State in which the school is located, the home school principal may accept an official transcript from that school without requiring the pupil to take additional examinations.

Out-of-State study may not be evaluated through the August Regents examination.

August Regents Examinations

1. Regents examinations will be held in a limited number of subjects on Tuesday and Wednesday, August 17 and 18, 1965.

2. August Regents examinations may be administered only in registered summer secondary schools.

3. To be eligible for admission to August Regents examinations, pupils enrolled in an approved summer high school should attend a minimum of 27 of the 30 days of actual instruction. Allowed absences should be limited to three.

   Summer high school principals are permitted to make exceptions when, in their judgment, circumstances warrant such action in individual cases. Pupils who, because of illness or other serious extenuating circumstances, were prevented from taking June Regents examinations may be admitted to August Regents examinations by summer high school principals, upon written authorization of the home school principal only.

   Home school principals should furnish the summer high school principal with written authorization at least 4-weeks prior to August Regents examinations so that sufficient examinations can be provided. The summer high school principal should attach the home school authorization to the pupil's examination paper before submitting it to Albany for review. Public summer high school authorities may not assess resident pupils a fee of more than the normal $3 registration fee. It is suggested that non-resident pupils be assessed a fee not to exceed $5 for the examination privilege.

4. Regents examination answer papers written by veterans should be stamped "veterans." The time requirement may be waived for veterans.

5. Schools should rate and send papers to Albany by Friday evening of the August Regents examination week.

Local Examinations in Lieu of Regents Examinations

August Regents examinations are being provided in subjects for which there has been substantial enrollment. In subjects for which no August Regents examination is offered, a pupil may earn school credit on the basis of a local examination.

The only local examinations that will be considered for approval in lieu of Regents will be in subjects which a pupil needs to complete his group II requirements for a New York State Regents diploma.

Examinations offered in lieu of Regents examinations must be comparable to a Regents examination in scope and level, and must be submitted for approval at least 4-weeks prior to the August examination date.

Examinations should be submitted in duplicate in the form in which they will be administered. Examinations that are not in substantially approvable form when submitted will be disapproved, and no further opportunity will be provided for revision or resubmission.

Final Local Examinations

Final local examinations are subject to Department review and therefore should be kept on file for 1 year. If the home school authorities wish to review a pupil's final examination paper, the summer school principal may make it available to them on a loan basis, provided such review is for the purpose of pupil guidance. In no case may such review be used to question or criticize the pupil's summer school mark.

Military Trainees

Pupils who are attending registered summer secondary schools and who are members of a New York National Guard Unit, the Army, Navy or Marine Corps Reserves, or the Civil Air Patrol may be granted additional absence time not to exceed 5 days, in order that they may attend regular encampment or official training period. These pupils may be admitted to the August Regents examinations without penalty; however, they will be responsible for such makeup work as their summer school principals may require.

Regents examination answer papers should be plainly marked "National Guard Trainees" or other recognized armed services unit involved.

Arrangements have been made to conduct a special Regents examination center at Pine Camp during the August 1965 Regents examination period.

On or before August 1, 1965, principals should send in duplicate to the Regents Examination and Scholarship Center the following information concerning each pupil planning to take Regents examinations in the Pine Camp examination center:

1. Name of pupil.

2. Subject or subjects to be taken.

3. National Guard regiment, camp, and commanding officer.

Forms for this purpose may be secured from the Regents Examination and Scholarship Center.

AUGUST REGENTS EXAMINATION SCHEDULE FOR 1965

TUESDAY AND WEDNESDAY, AUGUST 17 AND 18, 1965

Tuesday, August 17, 1965

8:30 a.m.	12:30 p.m.
Comprehensive English	World History
Tenth year mathematics	American history 1 year
Typewriting I	* American history and world backgrounds III
	* Eleventh year mathematics

Wednesday, August 18, 1965

8:30 a.m.	12:30 p.m.
* Biology	* Business arithmetic
Physics	* Business law
Chemistry	Latin 2 years
* Earth science	French 3 years
Shorthand 2 and transcription	Spanish 3 years
Combination shorthand - typewriting and transcription	Ninth year mathematics

* Secure form examination in these subjects

NOTE: Summer school pupils who complete the last part of the 2-year American history course may earn Regents credit either by passing the American history and world backgrounds III examination or by passing the August Regents examination in American history 1 year and in addition receiving the summer school principal's certification of credit for the successful completion of the second year of the 2-year course. Certification will be based on the pupil's class average and final school examination mark.

Fees and Tuition

Under the provisions of section 3202 of the Education Law, resident children between the ages of 5 and 21 years of age are entitled to free instruction. This has been interpreted by Department Counsel to mean that boards of education have no legal authority to charge resident pupils for attendance at public summer secondary schools. This ruling, however, does not preclude the charging of a reasonable fee to cover such items as textbooks, locker rentals, or other services for which fees are charged in the regular school session.

Tuition fees for nonresident pupils should be established by the local board of education.

No public summer secondary school should charge any resident or nonresident pupil a registration fee in excess of $3.

No special fee for late registration may be charged. A school may, however, refuse to accept a pupil who applies for registration after a specified date.

Special State Aid for Experimental Programs

A limited sum of money is available for certain experimental programs in both summer and regular school sessions. Schools interested in receiving this special aid for experimental programs should write for the requirements to the Advisory Committee on Experimental Programs, New York State Education Department, Albany 1.

Supplementary Regulations

1. Principals or other administrative heads will be held strictly responsible for all acts of commission or omission by teachers, clerks, or assistants, which are contrary to any Department regulations. Such action will be sufficient ground for refusal or withdrawal of Department approval.

2. Before July 20, each school shall file with the Bureau of Secondary School Supervision, on the forms provided, a list of teachers. As indicated on the forms, the program should give the teacher's name, the exact semester of work and those pupils enrolled on an "advanced" or "repeat" basis, and the exact time of beginning and ending of the class period. Additional information is requested on the July 20 report form.

3. No summer secondary school shall make use of any annex or rooms outside the school building for instructional purposes.

4. For instructional purposes, two instances of tardiness of not more than 15 minutes each should be counted as one absence; each tardiness of over 15 minutes should be considered an absence.

5. No auditors should be allowed in the class, and only persons desirous of either school or Regents credit should be permitted to attend.

6. No summer secondary school shall issue a diploma of graduation.

7. In the case of pupils who are repeating a science course, the home school principal should indicate on the summer school permission form whether or not the pupil has completed a satisfactory laboratory manual.

8. Secondary school pupils may not attend both day and evening sessions.

9. Public summer high schools may not legally be in session on Saturday.

SPECIAL COURSE INFORMATION

Special Approval Needed for Driver Education Courses

Driver education may be offered as a part of the summer secondary school program. Separate approval must be secured each year for summer secondary school courses in driver education. Forms for requesting approval may be secured from the Bureau of Secondary School Supervision, New York State Education Department, Albany 1. Completed applications should be submitted by June 15.

The summer driver education course must provide each pupil with a minimum of 47 clock hours of instruction, exclusive of registration and final examinations. Each pupil should receive a minimum of 25 clock hours of instruction in the classroom and not fewer than 14 clock hours of instruction in practice driving. The remaining 8 clock hours needed to meet the total minimum requirement may be in classroom instruction, practice driving instruction, or both. A practice driving group may not include more than four pupils at a time.

The requirements may be met by offering the course three times per week for classroom instruction (90 minute periods); and 2½ times per week for practice driving instruction (90 minute periods), for each group of students.

Suggestions for Scheduling
(Six Week 30 Day Program)

The maximum number of pupils per teacher is 36. The following sample schedule provides 49 clock hours of classroom and practice driving instruction (27 clock hours are in the classroom and 22 clock hours are in practice driving). Schools should devise their own schedule depending on the needs of their pupils.

(Write "C" for a class period; "PD_1" for a practice driving period for the first four-pupil group; "PD_2" for the second four-pupil group, etc.)

	Mon.	Tues.	Wed.	Thurs.	Fri.
8:00-9:30 a.m.	C	*PD_1	C	*PD_1	C
9:30-11:00	PD_2	PD_3	PD_2	PD_3	$PD_{2/3}$
11:00-12:30	PD_4	PD_5	PD_4	PD_5	$PD_{4/5}$
12:30-1:00	L	U	N	C	H
1:00-2:30	PD_6	PD_7	PD_6	PD_7	$PD_{6/7}$
2:30-4:00	PD_8	PD_9	PD_8	PD_9	$PD_{8/9}$
4:00-5:00	MAKE UP TIME				

*PD_1 Group to begin at 7:50 a.m. on Tuesday and Thursday to meet minimum time requirements. Friday PD groups will alternate.

Elective Music Courses

For the purpose of enriching the pupils cultural background, approved summer high schools may offer one-half unit courses in general music III, music theory, and music appreciation. The specific objectives and content of these courses are outlined in the Syllabus in Music, Grades 7-12. The minimum time requirements in each case must be the same as for academic courses; namely 90 minutes of recitation daily plus an equal amount of outside preparation.

General Music III, music theory, and music appreciation are the only music courses for which summer schools may grant high school credit.

Instrumental and Vocal Music Organizations

Instrumental and vocal music activities may comprise the laboratory part of a course in general music III, music theory, or music appreciation. However, summer music courses dealing only with instrumental and vocal music may not be offered for high school credit. A separate attendance register should be kept for pupils enrolled exclusively in these and other non-credit courses.

If the time spent in instrumental and vocal activities is to be used to fulfill the laboratory or outside preparation part of the course in general music III, music theory, or music appreciation, the pupils should meet at least 90 minutes a day for these activities and should be under the direct supervision of the instructor.

To meet the purposes of the summer secondary school, courses in instrumental and vocal music should be organized on a different basis during the summer than during the regular school year. Otherwise such courses will become repetitive in nature rather than enriching. Summer school instruction in instrumental and vocal music should put greater emphasis on small ensemble experience, solo preparation, and development of sight reading techniques.

Suggested Schedule for Music Instruction and Activities

For the 6-week summer session, one way to organize a music program that includes instrumental and vocal activities is to schedule a class of 30 pupils in general music III, music theory, or music appreciation for 5 days a week from 8:00 a.m. to 9:30 a.m. Another class of 30 pupils may be scheduled from 11:10 a.m. to 12:40 p.m. From 9:35 a.m. to 11:05 a.m. all 60 pupils would meet with the instructor for band, orchestra, or choir and for sectionals, ensembles, or solos as shown below:

8:00 - 9:30	Daily classes: General Music III, Music Theory or Music Appreciation (30 pupils)
9:35 -11:05	Mondays, Wednesdays and Fridays: Band, Orchestra or Chorus (60 pupils)
	Tuesday and Thursdays: Sectionals, Ensembles, Solos (60 pupils)
11:10 -12:40	Daily classes: General Music III, Music Theory or Music Appreciation (30 pupils)

Business and Distributive Education Courses

Summer high school administrators who are planning to include, or further expand, business and distributive education courses in the summer program should refer to the bulletin entitled Business and Distributive Education in the Approved Summer High School.

Suggested Administrative Practices

1. Presession

   a. Meeting of area principals and guidance counselors to discuss purposes, program, and administrative procedures of the summer secondary school.

   b. Preparation of an information bulletin containing the summer school program, registration procedures, regulations, and other pertinent information. Distribution of bulletin and registration blanks to pupils in area schools well before close of regular school year.

c. Selection of qualified, experienced, and competent teachers.

d. Meeting of summer school staff prior to opening session to discuss administrative routine, textbook distribution, supplies, use of library, notebook standards etc.

2. Registration

a. Completion of pupil registration and issuance of program cards before the first day of the summer school session.

b. Attendance of pupils at full-length class sessions on first day.

3. Administration of Program

a. Suggested three-period schedule:

First Period	8:00	- 9:30
Second Period	9:35	- 11:05
Third Period	11:10	- 12:40

b. Encouraging pupils to use library facilities of the school

c. Providing supervised study halls for pupils who have free periods

d. Requiring pupils to keep neat, accurate notebooks

e. Requiring teachers to prepare lesson plans or outlines of learning activities

f. Avoiding excessive use of classroom instructional time for testing, copying questions, blackboard outlines, etc. Use of mimeographed or other duplicated materials

g. Providing, pursuant to chapter 10, Education Laws of 1961, at least two fire drills during the summer session in buildings where summer school is conducted. One drill must be held during the first week of the summer session

4. Academic Records and Attendance Records

a. Keeping careful academic records and attendance reports for all pupils

b. Keeping pupils and parents informed regarding pupil progress, reasons for unsatisfactory work, ways of improving.

c. Emphasizing to pupils and parents the importance of regular attendance. Notifying parents immediately when a pupil is absent; calling attention to minimum requirement of 30 days of attendance.

d. Sending a complete report of each pupil's academic progress to the home school.

5. Suggested 1965 Summer School Session

Registration completed	--	Monday, July 5, 1965
Classes start	--	Tuesday, July 6, 1965
Final examinations	--	Tuesday, August 17, 1965 Wednesday, August 18, 1965

THE UNIVERSITY OF THE STATE OF NEW YORK
The State Education Department
Division of Secondary Education
Bureau of Secondary School Supervision
Albany 1

APPROVAL FORM FOR AUTHORIZATION OF A
THREE HALF-UNIT PROGRAM

This application is not acceptable unless it has been approved by the home school principal. After your principal has signed it, present the application to the summer school when you register. Summer school principals must not enroll any pupil for three subjects unless this completed form is submitted, properly countersigned by the home school principal.

To be filled out by pupil

1. Name_____ Date of birth_____

2. Address_____

3. School last attended_____

4. Date of last attendance_____

5. Requested summer school program. List each subject and term of subject. Write next to each whether it is advanced or repeat. If you are taking a Regents subject, write R in parentheses.

   (1) _____ (2) _____ (3) _____

6. Answer Yes or No

   Will the above program enable you to graduate in August 65 ? _____

   Will the above program enable you to graduate in January 66 ? _____

   Will the above program enable you to graduate in June 66 ? _____

7. Summer school attended_____

Date_____ Pupil's Signature_____

To be filled out by home school principal

The above named pupil was in full-time attendance in my school during the past school year. The statements contained in this application are correct.

I approve the three-subject program which he has requested.

Date_____ Signature_____
Home School Principal

*NOTE: It is suggested that home school principals use this form for transmitting authorization of a Three Half-unit Program. Prior approval from the Education Department is not required for this permission.

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The State Education Department
Bureau of Secondary School Supervision
Albany 1

APPLICATION FOR APPROVAL OF SUMMER SECONDARY SCHOOL
(Execute in duplicate and return to the Bureau of Secondary School Supervision)

Date_____

Name of school_____Tel. No._____

Address_____ Regular___Limited____

1. Summer school principal's name _____

2. Qualifications (degrees, licenses held, experience)_____

_____

3. Will the faculty comprise only experienced, certified teachers?_____

4. Will any teacher be assigned to teach a subject or grade in which he or she has not been certified?_____

5. Courses to be offered for senior high school credit (In each case, give title, grade level and amount of course credit; e.g. "World History 10B 1/2 unit.")

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

6. Junior high school courses (Give title and grade level and indicate whether course covers 1/2 year or one year of work.)

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

7. Other courses to be given (No credit will be granted for these courses.)

_____ _____ _____ _____

_____ _____ _____ _____

8. On what date will summer session begin?_____ End?_____
How many days of classroom instruction will the summer school provide?
_____

9. During what hours will the summer school be in session?_____a.m. to_____p.m. How many daily periods will be provided?_____ What will be the length of each period in minutes?_____

10. Will the school library be open for the summer session?_____During what hours?_____a.m. to_____p.m. Will the library be supervised by a trained librarian? _____ Will library books be circulated? _____

11. Will courses in biology, chemistry, or physics be offered on an advanced basis?_____ If the answer is yes, will you provide laboratory sessions in addition to class periods?_____ How will laboratory time be scheduled?
_____

12. Will the summer school enroll resident pupils only? _____ Residents and nonresidents? _____

13. What fees or charges will resident pupils be required to pay? _____
_____

14. What fees or charges will nonresident pupils be required to pay?_____
_____

15. What will be the final date for pupil registration?_____
Under what circumstances will applicants be accepted after this date?
_____
_____

16. What will be the procedure for recording pupil attendance?_____
_____

17. Will separate attendance records be maintained for pupils enrolled only in courses for which no credit is given?_____

18. Will any classes in this summer school exceed 35 pupils?_____

19. Will you issue printed announcements or advertisements of your summer school? _____ If answer is yes, send copies to this Bureau as soon as they are available.

20. Will fire drills be conducted, pursuant to Chapter 10, Education Laws of 1961, which directs that at least two fire drills must be conducted in schools conducting summer high school programs, one drill to be held during the first week of the summer session? _____

Declaration

I certify that the above information is correct, and that the summer school will fully comply with the regulations contained in the 1965 Administrative Handbook on Summer Secondary Schools.

_____
(Signature of Superintendent of Schools or District Principal)

THE UNIVERSITY OF THE STATE OF NEW YORK
The State Education Department
Bureau of Secondary School Supervision
Albany 1

Department Use Only
public____ private____
regular___ limited____
new_____ renewal____
Approved by_____
Date_____

APPLICATION FOR APPROVAL OF SUMMER COURSE IN DRIVER EDUCATION

Two copies of this form must be sent with Application for Approval of Summer High School Program. (Read instructions on reverse side before completing application)

Name of school_____Telephone number_____

Address_____

Summer School Principal's Name_____

1. Name and MV 283 number of each teacher in the program

	last name	first name	middle name	MV 283 number
1.				
2.				
3.				
4.				

2. Total number of pupils expected to be enrolled in the course_____
(number of resident pupils_____ number of nonresident pupils_____)

3. Date course begins_____ Date course ends_____
Total number of actual days of instruction_____

4. Total number of clock hours of classroom and practice driving instruction per pupil_____
Total number of clock hours of classroom instruction per pupil_____
Total number of clock hours of practice driving instruction per pupil_____

5. Length of each classroom period in minutes_____ minutes

6. Length of each practice driving period in minutes_____ minutes

7. Attach a separate schedule, as printed on reverse side of this application, for each teacher listed in item number 1.
Number of schedules attached_____

I hereby certify that the course will be based on the State Syllabus in Driver Education and that it will meet the minimum requirements printed on the reverse side of this application.

Signature of Superintendent or District Principal

_____ _____
Date

(over)

Minimum Requirements for Summer Driver Education Course

(Questions concerning these requirements should be directed to Richard D. Ellis, Bureau of Health and Safety Education. Telephone number: 518-474-5865)

The summer driver education course must provide each pupil with a minimum of 47 clock hours of instruction, exclusive of registration and final examinations. Each pupil should receive a minimum of 25 clock hours of instruction in the classroom and not fewer than 14 clock hours of instruction in practice driving. The remaining 8 clock hours needed to meet the total minimum requirement may be in classroom instruction, practice driving instruction, or both. A practice driving group may not include more than four pupils at a time.

No classes may be conducted on Saturdays (private schools excepted).

No practice driving may be permitted after 5:00 P.M. in any program.

Suggestions for Scheduling
(Six week-30day-program)

The maximum number of pupils per teacher is 36. The following sample schedule provides 49 clock hours of classroom and practice driving instruction (27 clock hours are in the classroom and 22 clock hours are in practice driving). Schools should devise their own schedule depending on the needs of their pupils.

(Write "C" for a class period; "PD_1" for a practice driving period for the first four-pupil group; "PD_2" for the second four-pupil group, etc.)

Teacher_____ Course Dates: _____ to _____

Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:30 a.m.	C	*PD_1	C	*PD_1	C
9:30-11:00	PD_2	PD_3	PD_2	PD_3	$PD_{2/3}$
11:00-12:30	PD_4	PD_5	PD_4	PD_5	$PD_{4/5}$
12:30-1:00	L	U	N	C	H
1:00-2:30	PD_6	PD_7	PD_6	PD_7	$PD_{6/7}$
2:30-4:00	PD_8	PD_9	PD_8	PD_9	$PD_{8/9}$
4:00-5:00	MAKE UP TIME				

*PD_1 Group to begin at 7:50 a.m. on Tuesday and Thursday to meet minimum time requirements. Friday PD groups will alternate.

H5039 DU 2/19/64

THE UNIVERSITY OF THE STATE OF NEW YORK
The State Education Department
Albany 1

(Complete in triplicate and file one copy with the Bureau of Secondary School Supervision, one copy with the District Superintendent of Schools, by October 1. Retain one copy for the school file).

SUMMER HIGH SCHOOL ATTENDANCE REPORT
FOR 196__

Name of school_____

Address_____

Summer school principal_____

School District No. _____ Town of _____ County of _____

Session

1. Number of days of summer school for which attendance was kept. _____

2. Number of days on which August Regents examinations were taken, for which no attendance was kept. _____

3. Total session _____

Enrollment Data

4. Number of pupils enrolled in grades 7 through 12 during the summer session. Do not count pupils enrolled exclusively in courses not approved for credit. _____

5. Aggregate number of days' attendance (excluding August Regents Days of all pupils in grades 7 through 12. Do not count pupils enrolled exclusively in courses not approved for credit. _____

6. Aggregate number of days attendance of all pupils in grades 7 through 12 enrolled exclusively in courses not approved for credit. _____

7. Aggregate number of days' attendance of pupils 21 years and over, excepting veterans over 21 who have discharges other than dishonorable. _____

8. Net aggregate days' attendance (item 5 less item 7) _____

9. Average daily attendance for equalization purposes (item 8 divided by item 1) _____

The undersigned, attest to the correctness of the attendance figures and certify that no tuition was charged to resident pupils.

(Signed)_____
Summer School Principal

(Signed)_____
Superintendent of Schools
or District Principal

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT

Referred to	
Approved for	
Units of credit	
Approval date	

LOCAL

APPLICATION FOR APPROVAL OF COURSES FOR STATE DIPLOMA CREDIT

For each application the following must be submitted:

1. **Three copies of this application**
2. **One copy of the detailed course of study (for industrial arts courses, two copies)**
3. **A list of the textbooks and reference books to be used**
4. Additional information as follows:
   a. **Homemaking.** Indicate the number and kinds of rooms to be used.
   b. **Citizenship Education.** See instructions on pages 9-10, *Citizenship Education Planning Guide*.
   c. **Science.** Scale drawing of science room showing number and arrangement of pupils' seats, demonstration table, laboratory tables, other work surfaces and storage cabinets. Indicate water, gas and electrical outlets and include short description of out-of-room storage space giving floor and shelving area.
   d. **Industrial Arts.** Itemize list of tools and equipment *and* make ½" or ¼" to 1' scale drawing of shop layout with equipment labeled on drawing. **Submit 2 copies.**

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1. Name of school ..... County.....
2. Mailing address .....
3. Title of course (When appropriate, use approved title including number and letter, if any, as listed in Handbook 3, Examinations.) .....
4. Course offered in grade(s): ☐ 9 ☐ 10 ☐ 11 ☐ 12
5. Prerequisites, if any .....
6. Specially designed for slow learners..... average..... above average.....
7. Course will meet.....weeks for.....periods a week. Length of period is.....minutes.
8. Number of minutes outside preparation, if any.....
9. Date course will begin..... number of sections.....
   expected enrollment in each..... required..... elective.....
10. Course will be used for: ☐ local diploma credit ☐ State diploma credit
11. Credit will be given under diploma requirements for: ☐ Group 1 ☐ Group 2 ☐ Group 3
12. Name of teacher..... Type of certificate.....
    Valid for what subjects..... Date of certificate.....
    College major ..... College minor .....

Date..... *Signature of principal*.....

(This form may be reproduced.)

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The State Education Department
Bureau of Secondary School Supervision
Albany 1

Suggested Registration and Transcript Card
(This form may be reproduced.)

Registration Card

To_____ Summer High School

Date_____

_____Resident
_____Non-Resident

Permission is granted this pupil to enroll in the following courses

Pupil's Name_____
(Please Print) Last First Middle

_____
Name and Address of Home School

For each subject, give title, advanced (Ad) or repeat (Rpt), amount Regents or local credit data. E.g.: Mathematics, 10B (Rpt) ½ Regents (R) or Local (L) credit.

Subject	Advanced (Ad) or Repeat (Rpt)	Unit of Credit	
		Regents (R)	Local (L)

Note: (1) Indicate thus (*) if a pupil has completed laboratory requirement for science courses.

(2) Special permission should accompany all three ½ unit cases.

_____
Signature of Home School Principal

(Over)

Transcript Card

Date_____

This transcript must be sent to the pupil's Home School Principal.

This is to certify that _____
Name of Pupil

has received credit as listed below for work completed in the_____ summer high school.

Subject	Advanced (Ad) or Repeat (Rpt)	Regents		Local	
		Grade	Credit	Grade	Credit

Note: Home schools that use a different system of marking or a higher minimum passing grade should equate this summer school mark in terms of their system.

_____
Signature of Summer School Principal
(Affix school seal if possible)